

## FOREIGN BROADCAST INFORMATION SERVICE

P. O. Box 2604

Washington, D. C. 20013


19 July 1985

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Administrative Staff, FBIS

Dear Dick,

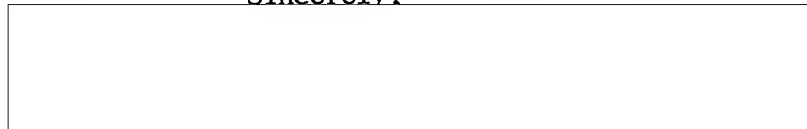
I want to take this opportunity to express my appreciation for the support you have given FBIS in your position as Chief of the Records Branch. Your hard work in managing the branch, with its frequent personnel changes, has been excellent. I particularly want to note your effort over the months in providing the bureau chiefs with a simple records filing system which will make it easier for new chiefs to know just where to look for filed records. Your understanding of FBIS is also noted in the extensive review which took place in order to retire enormous amounts of FBIS records to the Records Retention Center  Your calm, unflappable work manner made it a pleasure for FBIS employees to work with you and your professional judgment has become highly respected.

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Accordingly, I want to extend my best wishes for your continued success in your new DCI Registry assignment. I wish you every success in the future.

Sincerely,

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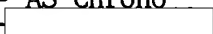


Acting Director

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DDS&T/FBIS/Admi  (19Jul85)

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